

Manchester Public Schools  
**Manchester Head Start Program**  
60 Washington Street, Manchester, CT 06042

**REGISTRATION REQUIREMENTS FOR THE HEAD START PROGRAM**

**To register your child you must:**

- Complete the online application at [www.mpspride.org](http://www.mpspride.org)
- Bring the following document to the school to complete the process

☐ **PROOF OF INCOME:** you can bring any of these items. 2 pay stubs if you get bi-weekly **OR** 4 pay stubs if you get pay every week **OR** your 1040 Tax Return form **OR** your W-2 Tax form **OR** If you are a foster parent or received SSI, we need a copy of your monthly statement **OR** If you are receiving cash assistance, we need a budget sheet **OR** Child Support documentation.

- ☐ CHILD'S LEGAL BIRTH CERTIFICATE (Full-size only) or PASSPORT (**only for foreign students who cannot provide birth certificate**)
- ☐ CONNECTICUT STATE HEALTH ASSESSMENT (**YELLOW FORM**)
- ☐ PARENT OR GUARDIAN PHOTO IDENTIFICATION  
(**Driver's License, State Issued Non-Driver Identification, or Passport**)
- ☐ LEGAL OR TEMPORARY GUARDIANS must provide valid official court or state documentation of guardianship (temporary guardianship forms are only valid for one year, must be renewed yearly and submitted to the school)
- ☐ MANDATORY PROOF OF RESIDENCY (see Proof of Residency Chart)

Column 1	Column 2	Column 3	* Column 4
<input type="checkbox"/> Deed to Home  <input type="checkbox"/> Escrow Papers or signed mortgage commitment  <input type="checkbox"/> Valid mortgage statement  <input type="checkbox"/> Current rent receipt with landlords contact information  <input type="checkbox"/> Dated rental/lease agreement with contact information  <input type="checkbox"/> *Certificate of Residency form  <input type="checkbox"/> *Residency Affidavit	<input type="checkbox"/> Current landline phone bill  <input type="checkbox"/> Current gas or electric bill  <input type="checkbox"/> Current water or sewage bill <input type="checkbox"/> Deposit receipt from gas, electric or landline phone for start-up service  <input type="checkbox"/> Letter from state/government agency (HUD, DCF) contact information  <input type="checkbox"/> Current heating oil delivery receipt	<input type="checkbox"/> Current/Active bank account statement  <input type="checkbox"/> Valid car registration or car insurance card  <input type="checkbox"/> Current pay stub verifying address  <input type="checkbox"/> Current cable bill  <input type="checkbox"/> Receipt from major moving company for household goods  <input type="checkbox"/> Receipt from local firm showing delivery of newly purchased appliances/furniture  <input type="checkbox"/> Valid CT license or state issued ID	Supplemental information or proof may be requested by the District Residency Office at any time if residency is unclear  <input type="checkbox"/> School Request for Residency Confirmation Form  <input type="checkbox"/> Parent(s)/guardian(s) that cannot provide the required residency information should contact the District Residency office  *These forms are only valid one school year and must be approved by residency office (see policy 5118 for additional

- Shut off notices or expired information will not be accepted
- All documents must include name and current Manchester address
- Third party documents must include contact name, address and phone number
- If you move within the school district you MUST verify residency by providing documents from the list above
- Without proof of residency the registration process cannot be completed